

15 August 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Personnel Ceiling for the Office of the Deputy Director (Administration)

1. At a meeting on 11 August 1953 with the Acting Director, other Deputies, the Assistant Director (Communications), and the Director of Training, the Acting Deputy Director (Administration) was authorized to increase the personnel ceiling for his Office a total of 34 positions above the 31 July 1953 "on duty" figure.

2. Upon examining the "on duty" strength of the Office of the Deputy Director (Administration) it is noted that the following offices decreased their strength as indicated between 30 June and 31 July:

Office of the General Counsel ... 1
Audit Office 1
Medical Office 2

3. In order that the above components may not be penalized, I have instructed the Comptroller to restore these losses. Therefore, there remains a balance of 30 positions which the Deputy Director (Administration) can allot as he sees fit.

4. For budget purposes I have instructed the Comptroller to put the 30 positions in his budget. It is distinctly understood, however, that these are positions reserved for the use of the Deputy Director (Administration) and cannot be filled by the Comptroller. Subsequently, when it is determined what offices shall be authorized these positions, the positions and the money to pay for them will be transferred from the Office of the Comptroller.

14/88
L. M. WHITE
Acting Deputy Director
(Administration)

A-DD/A:LKW:laq

cc: Comptroller

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